

DODGE COUNTY EXECUTIVE COMMITTEE

February 1, 2016, 8:30 A.M.

FIRST FLOOR – ROOMS H & I AUDITORIUM

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

The meeting was called to order at 8:30 a.m. by Dodge County Executive Committee Chairman, Russell Kottke.

Members present: Berres, Frohling, Johnson, Kottke, Maly, Marsik, and Miller.

Member absent: None.

Others present: County Administrator Jim Mielke; County Clerk Karen Gibson; County Board Supervisor Dennis Schmidt; Corporation Counsel John Corey; Secretary to Corporation Counsel Kelly Lepple; Emergency Management Director Amy Nehls; Emergency Management Deputy Director Joe Meagher; Finance Director Julie Kolp; Highway Commissioner Brian Field; Assistant Highway Commissioner Peter Thompson; Director of Information Technology, Ruth Otto; Dodge County Sheriff Dale J. Schmidt; and, Director of Physical Facilities Maintenance Department Russell Freber.

Motion by Miller, seconded by Marsik to approve the Agenda and allow the Chairperson to go out of order as needed to efficiently conduct the meeting. Motion carried.

Motion by Maly, seconded by Miller to approve the January 4, 2016, minutes as presented. Motion carried.

Motion by Miller, seconded by Maly to authorize out-of-state travel for two deputies to accompany six members of the Dodge County Law Enforcement Explorers to the National Explorer Law Enforcement Exploring Conference in Flagstaff, Arizona, on July 10-16, 2016. Motion carried.

The Committee considered and discussed the Claim for Damages submitted by Robert and Anna Schutte with regard to water runoff damage that occurred on July 13, 2015. Brian Field and Peter Thompson gave an oral report about this Claim for Damages. Motion by Berres, seconded by Maly to recommend to the County Board that it disallow this Claim for Damages. Motion carried by a vote of 6 yes and 1 abstention (Miller).

Mr. Mielke provided an oral update to the Committee regarding an incident that occurred on December 9, 2015, that involved a Dodge County Highway Department end loader and a motor vehicle owned by a private party. Mr. Mielke reported that this claim in the amount of \$5,450 has been paid in full by Dodge County.

The Committee considered and discussed an incident wherein a Dodge County Highway Department plow truck collided with and damaged a power pole owned by We Energies. Mr. Mielke reported that he has not yet received a Claim for Damages from We Energies, but Dodge County will pay the full cost to remove and replace the damaged pole.

The Committee considered and discussed a Claim for Damages submitted by AT&T in the amount of \$2,513.43, for damage to three buried telephone cables, and a telephone pedestal, which occurred in July of 2015. Mr. Mielke stated that the telephone pedestal was not marked, and, therefore, recommends that the Committee disallow this claim. Motion by Marsik,

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seconded by Johnson to recommend to the County Board that it disallow this Claim for Damages submitted by AT&T. Motion carried.

The Committee considered and discussed a Claim for Damages submitted by DeWayne Roberts, arising from an incident that occurred on December 29, 2015, wherein while Mr. Roberts was operating an automobile, and the automobile sustained damage as a result of a highway salting operation that was conducted by an employee of the Dodge County Highway Department. Mr. Mielke reported that it is the recommendation of Wisconsin Municipal Mutual Insurance Company that Dodge County pay this claim in the amount of \$890.61. Motion by Maly, seconded by Marsik to pay this claim. Motion carried by 5 yes and 2 noes (Berres and Johnson).

Karen Gibson and Ruth Otto provided an oral report and PowerPoint presentation to the Committee regarding the County Board microphone and wireless voting system. Karen Gibson made the following report: Individuals from Current Works, Inc., came to the County Board Room and analyzed and took pictures of the current systems there. The current systems are hard wired. The new wireless voting system will be a projector system. The new projector system will consist of two side projector screens, two projectors, and two flat screen TVs. A side projector screen will be placed on each side of the room, at the front of the room. The current center projector will be moved to one side of the County Board Room and a new second projector will be purchased by the IT Department and installed on the other side of the County Board Room. A flat screen TV will be mounted on a stand and placed in front of the desk at which the Chairman and County Clerk sit, for the County Board Supervisors in the front row, to view, because it will be difficult for them to view the side projector screens. A small flat screen TV will be placed on the desk at which the Chairman and the County Clerk sit, and located between the Chairman and the County Clerk, so that they will be able to see all of the voting results immediately in front of them. Video presentations will be able to be viewed on the projector screens and the flat screen TVs. Due to the large size of the projector screens, it was recommended that four seats in the front of the room, specifically two seats nearest to one of the side projector screens and two seats nearest to the other projector screen, be vacated, and four vacant seats in the rear of the room be used instead.

Russell Freber reported that the Maintenance Department will remove the current display/tabulator board and repair the wall behind it after the display/tabulator board has been removed. He further reported that it will take approximately one week for his department to remove the display/tabulator board, repair the wall behind it, and install new wiring required for the new systems.

Ruth Otto stated that the IT Department will begin to install new equipment and wiring shortly after the March 2016 County Board meeting. She further reported that the IT Department will be able to procure all necessary equipment in approximately one week's time.

County Clerk Karen Gibson reviewed agenda items for the Wednesday, February 17, 2016, County Board meeting. Ms. Gibson reported that she has either received, or will soon receive, the following: 1) An Ordinance from the Taxation Committee; 2) A Report from the Planning, Development and Parks Committee; 3) A Resolution from the Human Resources and Labor

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Negotiations Committee to establish the salaries of the County Clerk, County Treasurer, and Register of Deeds for 2017-2020; 4) A Resolution from the Information Technology Committee regarding a master installment payment agreement with Cisco; 5) A Resolution from the Executive Committee regarding the Simulcast Phase III Project and the IFERN Project; 6) A Resolution from the Executive Committee to create 30 Hazardous Materials Responder positions; 7) A Resolution from the Building Committee to purchase a Gehl skid loader and attachments; 8) A Resolution from the Executive Committee and the Human Resources and Labor Negotiations Committee to adjust the Labor Grade Structure and to place the County Administrator position in Step 1 of Labor Grade 18 of the Labor Grade Structure; 9) A Resolution from the Executive Committee to approve the Seventh Amendment to the County Administrator Employment Agreement; 10) A potential Resolution from the Finance Committee and Information Technology Committee to purchase consulting services from GFOA; and, 11) A Resolution from the Human Resources and Labor Negotiations Committee to purchase consulting services from Carlton Dettmann.

Amy Nehls provided an oral report regarding the Simulcast Phase III project and the IFERN project. Ms. Nehls stated that \$309,000 of County Sales and Use Tax Proceeds were appropriated to the 2016 Emergency Management Budget to pay for the Simulcast Phase III project and the IFERN project. Ms. Nehls further reported that the Simulcast Phase III project, which consists of the purchase of new radio communications equipment and professional services to install it and to optimize its performance, will cost \$183,694. Ms. Nehls further reported that the IFERN project, which consists of the purchase of new radio communications equipment and professional services to install it and to optimize it, will cost \$9,883. Ms. Nehls further reported that the Emergency Management Department will return unused funds in the amount of \$115,423 to the General Fund. Ms. Nehls asked that the Committee approve and forward to the County Board for consideration at its February 17, 2016 meeting a Resolution to undertake and complete the Simulcast Phase III project and the IFERN project. Motion by Johnson, seconded by Maly to approve and forward to the County Board for consideration at its February 17, 2016 meeting a Resolution to undertake and complete the Simulcast Phase III project and the IFERN project. Motion carried.

Amy Nehls provided an oral report regarding the creation of 30 new, non-benefited, occasional, part-time, miscellaneous positions of *Hazardous Materials Responder* in the Dodge County Emergency Management Department, effective February 17, 2016. Ms. Nehls further reported that she is asking for a contingent appropriation in the amount of \$4,994. Ms. Nehls requested that the Committee approve and forward to the County Board for consideration at its February 17, 2016 meeting a Resolution to create 30 new, non-benefited, occasional part-time, miscellaneous, positions of *Hazardous Materials Responder* in the Dodge County Emergency Management Department, effective February 17, 2016. Motion by Johnson, seconded by Miller to approve and forward to the County Board for consideration at its February 17, 2016 meeting a Resolution to create 30 new, non-benefited, occasional part-time, miscellaneous, positions of *Hazardous Materials Responder* in the Dodge County Emergency Management Department, effective February 17, 2016. Motion carried.

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Amy Nehls provided an oral update regarding radio communications interference by Dane County. Ms. Nehls reported the following: In the fall of 2015, problems and interruptions occurred on one of Dodge County's radio communications frequencies. Dale Marks investigated and discovered that Dane County is in the process of switching to a new radio communications system and that one of the frequencies that Dane County is using is very close to the frequency used by Dodge County, so that when Dane County uses its new radio communications system, it interferes with a radio communications system used by Dodge County. Dane County drafted a proposed Memorandum of Understanding between Dodge County and Dane County regarding a Land Mobile Radio Frequency Exchange. Dane County has asked that Dodge County relinquish its radio communications channel to Dane County, and acquire a new radio communications channel. Dane County will agree to pay costs incurred by Dodge County in relinquishing Dodge County's radio communications channel to Dane County and in acquiring a new radio communications channel, including the procurement of the necessary FCC licenses, and costs in reprogramming the radio communications equipment owned by Dodge County. Amy Nehls further reported that she will contact Len Koehnen, P. E., from Consulting Engineer-Wireless Telecommunications Systems and Facilities, and consult with him about negotiating with Dane County.

Corporation Counsel John Corey reported that he has been very busy drafting resolutions for the February 17, 2016 County Board meeting, and preparing for a court trial in a juvenile court case. Mr. Corey further reported that he is in the process of drafting a proposed Resolution to amend current county board rules.

Mr. Corey provided an oral update regarding the Offer to Purchase Monarch Lots 3, 4, 5, 7 and 8. He reported that last week he received an email from Maryann Schacht, attorney for the City of Beaver Dam, wherein Ms. Schacht invited him and Mr. Mielke, and Chairman Kottke to meet with representatives of the City of Beaver Dam in her office on February 11, 2016 or February 12, 2016, to discuss the Offer to Purchase. Mr. Corey stated that he will make a report to the Committee at its March 2016 meeting regarding the outcome of the meeting with the City of Beaver Dam representatives.

Russell Freber gave an oral report and PowerPoint presentation to the Committee regarding the Sanitary Sewer Pipe Project at the Detention Facility. Mr. Freber provided images of some of the sewer pipes to show the Committee the deteriorated condition of the pipes. Mr. Freber reported that the pipes have been in place since 2000, the pipes should not be deteriorating or rusting, the pipes do not meet the specifications that are used in the United States for cast iron pipes, the pipes were made in China, the Chinese manufacturers of these pipes used Chinese specifications, rather than specifications that are used in the United States for cast iron pipes, and that some of the pipes are 70% deteriorated and/or plugged. Mr. Freber further reported that he recommends that Dodge County engage the same consulting engineer that Dodge County engaged for the Justice Facility pipe replacement project, that this pipe replacement project at the Detention Facility will be difficult to complete, that he will contact a local plumber this week, to provide video camera inspection services of piping that goes through the ground floor, and he is hopeful that as a result of this video camera inspection, there will be a determination made that the below-ground piping is made of PVC, rather than cast iron made in China.

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Administrator Mielke reported on the status of the insurance claim from the Astico Park storm damage. He reported that Dodge County will receive a preliminary insurance payment of \$46,529.51, and that the goal is to deposit the full amount of that payment in a non-lapsing account in the Land Resources and Parks Department.

Administrator Mielke provided an oral update to the Committee regarding the Mid-Wisconsin Federated Library System. Mr. Mielke reported that the merger study committee met on January 25, 2016, and forwarded a recommendation to the System Board to begin negotiations with the Eastern Shores Library System. Mr. Mielke further reported that the System Board met on January 26, 2016, and unanimously supported the recommendation.

Chairman Kottke provided a brief oral update to the Committee regarding the Dodge County Municipal Shared Tax Concept. Mr. Kottke reported that he and Mr. Mielke and County Board Supervisor Donna Maly will today attend a meeting of the Dodge County City Leaders' Consortium in Beaver Dam, to discuss a proposed Resolution drafted by the City Leaders' Consortium in support of collaboration between the City Leaders' Consortium and Dodge County.

Mr. Mielke reported that various municipalities in Dodge County have asked Dodge County to share excess sales tax dollars. Mr. Mielke stated that Dodge County needs to better educate these municipalities about the manner in which Dodge County allocates sales tax dollars and that Dodge County does not have excess sales tax dollars sitting around to be shared.

Julie Kolp provided a brief oral update to the Committee regarding the proposed purchase of consulting services from the Government Finance Officers Association (GFOA) for the Enterprise Resource Planning (ERP) system. Ms. Kolp stated that Dodge County is currently in the process of reviewing the Revised Proposal to Dodge County for Business Process Improvement and ERP Advisory Services, submitted by GFOA. Mr. Corey stated that he has requested that GFOA provide, to him, copies of documents described in the Revised Proposal, that GFOA has provided, in the past, to each respective vendee in three business process improvement and ERP projects that GFOA has completed, that are similar in scope and complexity to the proposed Dodge County project.

Chairman Kottke and John Corey reported that on January 25, 2016, they attended a Wisconsin Counties Association Educational Seminar on County Board Organizational Meeting in Stevens Point, Wisconsin.

Supervisor Maly reported that on January 20, 2016, she attended a meeting of the County Organization and Personnel Steering Committee of the Wisconsin Counties Association in Stevens Point, Wisconsin.

Supervisor Miller reported that on January 22, 2016, she attended a meeting of the Judicial and Public Safety Steering Committee of the Wisconsin Counties Association in Stevens Point, Wisconsin.

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Supervisor Frohling reported that on January 26, 2016, he attended a meeting of the Taxation and Finance Steering Committee of the Wisconsin Counties Association in Stevens Point, Wisconsin.

The Committee preliminarily reviewed the County Board Rules of Order and discussed proposed changes to County Board Rule No. 30, County Board Rule No. 37, and the paragraph that pertains to the Finance Committee. Mr. Corey provided to each Committee member a copy of County Board Rule No. 30, a copy of Rule No. 37, a copy of potential revisions to Rule No. 37, and a copy of the paragraph pertaining to the Finance Committee. Chairman Kottke stated that this matter will be placed on the agenda for the March 7, 2016 meeting of the Executive Committee.

At 10:52 a.m., a motion was made by Marsik, seconded by Maly to convene in closed session.

Before voting on the Motion, Chairman Kottke announced to all present that the purpose of the closed session will be to consider compensation of a public employee over which the Committee has jurisdiction and exercises responsibility, namely, James Mielke, Dodge County Administrator, and that Section 19.85(1)(c), of the *Wisconsin Statutes*, authorizes the closed session.

A roll call vote was taken. Motion carried by unanimous vote of all members present, at 10:53 a.m.

There was consideration, deliberation, and discussion concerning compensation of a public employee over which the Committee has jurisdiction and exercises responsibility, namely, James Mielke, Dodge County Administrator.

Motion by Frohling, seconded by Marsik to reconvene in open session.

A roll call vote was taken. Motion carried by unanimous vote of all members present, at 11:02 a.m.

The Committee considered and discussed a Resolution to adjust the Labor Grade Structure and to place the County Administrator position in Step 1 of Labor Grade 18 of the Labor Grade Structure. Motion by Maly, seconded by Frohling to approve and forward to the County Board for consideration at its February 17, 2016 meeting a Resolution to adjust the Labor Grade Structure and to place the County Administrator position in Step 1 of Labor Grade 18 of the Labor Grade Structure. Motion carried.

The Committee considered and discussed a Resolution to approve the Seventh Amendment to County Administrator Employment Agreement. Motion by Maly, seconded by Miller to approve and forward to the County Board for consideration at its February 17, 2016 meeting a Resolution to approve the Seventh Amendment to County Administrator Employment Agreement. Motion carried.

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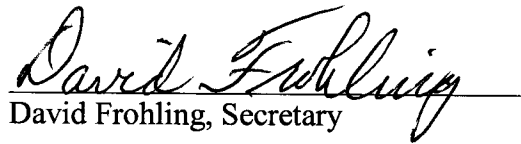
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Meeting adjourned at 11:08 a.m. by the order of the Chairman.

The next regular meeting is scheduled for **Monday, March 7, 2016 at 8:30 a.m.**

A handwritten signature in cursive script, reading "David Frohling", is written over a horizontal line. The signature is fluid and stylized, with the first letters of the first and last names being capitalized and prominent.

David Frohling, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.